

## **Position Summary**

Under general supervision, this position is responsible for enforcement of food & health safety laws, administrative codes, regulations and standards governing all dairy, food safety and recreational licensing programs, under the authority of Wisconsin Statutes. The employee must have the ability to work independently, organize and prioritize a variety of tasks, maintain their schedule and complete their assignments.

The impact of work pertains to the regulation of food related facilities, dairy farms, food distributors, lodging facilities, vending machines, swimming pools, campgrounds, and recreational-education camp facilities. The oversight helps to ensure the overall health and safety needs are met for the consumers utilizing these facilities and their products.

Employee is responsible for: on-site evaluation, inspection, and documentation of sanitary conditions and durability of facilities, equipment, and/or product; application of codes and statutes; providing technical consultation and educational services to industry representatives, business owners/operators, agents, local and state officials, the general public, etc. Based upon evaluation and/or inspection findings staff are responsible to prepare reports and take or recommend enforcement action as outlined in applicable codes and statutes. This includes the ability to issue, deny, or in some instance issue summary closure orders when an imminent health threat is found. Examples of the various facilities is summarized below:

Food businesses include: milk distributors, wholesale food processing plants, food warehouses and retail food establishments, including mobile food establishments, and food service (restaurant) activities.

Dairy businesses include: Grade A and B dairy plants and farms, bulk milk tankers, and bulk milk weigher and samplers.

Recreational businesses, municipal, and/or private systems include: permanent, mobile and temporary restaurants; recreational-educational camps; campgrounds; vending operations; public swimming facilities; and other establishments subject to Wisconsin licensure; private water supply or sewage disposal systems; review municipal or well water supply safety.

Employee will coordinate with necessary supervisors, technical specialists, epidemiologists, and other state and federal agencies to investigate consumer complaints, food or recreational emergencies, and food or waterborne illness outbreaks.

## **GOALS AND WORKER ACTIVITIES**

**55%    Goal A:    Perform evaluation, inspection, and documentation activities for food and recreational facilities in assigned geographic territory or as directed by management staff. This includes but is not limited to review of systems, equipment, sanitary conditions, and related handling practices.**

- A.1 Determine inspection priorities consistent with the criteria established by Food and Recreational Safety (FRS) Management staff.
- A.2 Conduct initial or pre-licensing inspections and consultations for assigned facilities to make determinations and recommendations on establishments' ability and readiness. Coordinate with field representatives or other parties as needed. Activities include but are not limited to: facility and equipment reviews - which may include fire safety and plumbing; product and process reviews; risk assessments; HACCP plans and pre-requisites (e.g., equipment design or sanitation, pest control, ingredients in water supply); ensure critical control points are addressed; etc.
- A.3 Conduct specialized mandated HACCP inspections to be in conformance with the Federal Manufactured Food Regulatory Program Standards and FDA regulations.
- A.4 Examine, evaluate, and document control as well as production records (e.g., pH and water testing records, GMPs, SSOPs including cleaning chemical usage; extended run records, etc.).
- A.5 Issue, deny, or assist with suspending licenses. This includes temporary, conditional, and full status licenses.
- A.6 Collect food, dairy, environmental and water samples. Follow-up with investigation or communication as necessary.
- A.7 Review product labels, production facility recall plans, etc.
- A.8 Prepare a legible inspection report at each facility, identifying and explaining items in non-compliance to the operator/owner; provide public health and safety reasoning for code requirements, utilizing compliance procedures outlined by FRS. Ensure reports are filed and maintained according to division protocol (e.g., electronic file transfer, computerized record keeping, etc.).

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- A.9 Identify due dates for when non-compliance issues or violations need to be resolved; discontinue or write orders to cease operation if necessary due to public health risks and/or issue license suspensions as appropriate.
- A.10 Work with other local, state, and federal departments and agencies as necessary.
- A.11 Assist with recalls, food or recreational emergencies and investigations relating to natural disasters, fires, salvage operations, conduct investigations relating to food/waterborne illness.
- A.12 Refer violations, complaints, and consultation requests to the other agencies as appropriate (e.g., Department of Natural Resources; Department of Safety and Professional Services, etc.).

**15%    Goal B:    Responsible for recommending or taking enforcement action where appropriate following facility, equipment, and/or product evaluation. This includes following up on complaints and taking appropriate action as dictated by applicable statutes, codes, standards, and policies.**

- B.1 Acquire, properly identify, pack and ship ingredient, finished product, water supply, environmental and related samples for laboratory analysis. Ensure chain of custody is maintained for samples through proper documentation, shipment and delivery. These include routinely scheduled surveillance, inspection related, follow-up, mandated Grade A product sampling, Federal contract samples, etc.
- B.2 Secure evidence and maintain custody and control of that evidence, of statute and code violations including specimens, photographs and written documentation that includes copies of all relevant records.
- B.3 Take appropriate on-site enforcement action when violations are identified (e.g., chargeable re-inspections, issuance of holding orders and disposal agreements, notice of intent to suspend permit or license, product disposal, etc.).
- B.4 Recommend appropriate progressive enforcement action through supervisory channels to gain compliance. This includes: warning letters, administrative conferences, administrative complaints and civil or criminal charges.
- B.5 Recommend summary license suspensions when imminent health issues are observed.
- B.6 Testify as an expert or fact witness during court proceedings.
- B.7 Evaluate distressed food products at retailers, manufacturers and warehouses including salvage operations to assure food is safe and correctly labeled. (Distressed food includes food damaged in handling or by exposure to flood or fire conditions, which present a serious public health risk.).
- B.8 Participate in State-Federal partnerships and contracts as assigned. This may include inspection, sampling, report writing, training, etc.
- B.9 Evaluate personal environmental health and safety risks in the workplace.

**15%    Goal C:    Provision of consultation, education and training services to industry and the public regarding food and recreational safety concerns.**

- C.1 Provide outreach including on-site training during inspections, education, training and food and recreational safety information to operators and facility employees based on inspectional observations, as well as to communities including consumers, school groups, associations, and other stakeholders.
- C.2 Consult with facility owners and/or contractors during new construction or remodeling/expansion to assure the finished project meets standards (e.g., process, flow, safety, etc.).
- C.3 Consult with, provide training, or give technical guidance to industry, etc. This includes rule interpretations or other food and recreational safety issues as well as participation in recall exercises as needed.
- C.4 Respond to inquiries from food and recreational businesses, consumers, etc. for food and recreational safety information.
- C.5 Consult and assist food and recreational business operators in evaluating safety risks, manufacturing processes, etc., providing proper education or resources for prevention or intervention.

**5% Goal D: Investigate and respond to industry and consumer complaints, food emergencies and/or other outbreaks as assigned.**

- D.1 Investigate consumer and industry food or recreational safety complaints identifying alleged violations (e.g., unsanitary conditions, adulteration, misbranding, etc.). This investigation involves contacting the complainant, gathering and analyzing relative facts involving the purchase or problem, collecting case supportive samples, conducting follow-up interviews with involved parties, and making a determination on whether a violation of Wisconsin food and/or recreational laws has occurred.
- D.2 Respond to program emergencies such as fire, flood, natural disasters, industrial accidents, boil water advisories, transportation accidents, etc.
- D.3 Work cooperatively with other local, state and federal agencies (e.g., Food & Drug Administration; WDHS – Epidemiology; WI Incident Command System, etc.) to investigate suspected or known food-borne illness outbreaks. Responsibilities include, but may not be limited to:
  - Surveying food handling practices conducted at food establishments
  - Sampling products that are suspected or implicated as involved in the outbreak
  - Evaluation of and disposition of affected food products
  - Conducting environmental analysis surrounding the food production facility
  - Ensuring proper recall activities have been implemented and are being followed through on; and
  - Taking appropriate on-site enforcement action when violations are identified.
- D.4 Work cooperatively with the regulated public and other local, state and federal agencies to conduct product recall efficiency checks and perform recall plan efficiency audits.

**10% Goal E: Completion of work planning, administrative communication and on-going professional development. (IMPACT: Assures food and recreational safety through the effective use of time, knowledge and equipment resources.)**

- E.1 Conduct data analysis of reports provided to conduct risk assessments of establishments and organize work in a systematic and efficient manner using Division priorities as guidance to complete annual inspection requirements.
- E.2 Prepare and maintain weekly/monthly activity reports indicating time spent on assignments, mileage, expenses, etc. using the department's electronic inspection system and other current technology (e.g., e-mail, electronic file transfer, computerized record keeping).
- E.3 Review literature to remain current with rapidly changing technology trends in industry, emerging pathogens, and regulatory updates.
- E.4 Attend and/or complete training as assigned for professional and personal development.
- E.5 Respond promptly to communications from industry, public, other staff and management.
- E.6 As requested or assigned, participate on team projects to improve work procedures, processes, systems and policies to assist in the development or improvement of Department or Division operations.
- E.7 Implement and continually review the safety procedures to follow in each type of facility.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable Knowledge of Public Health and Food safety codes, standards, etc.
2. Considerable Knowledge of food and recreational safety risks, assessments, production methods, etc.
3. Ability to effectively and independently manage work assignments; this includes keeping management apprised of work progress, support or enforcement needs, etc.
4. Knowledge of and ability to apply effective inspection, sampling, and reporting methods and practices for work assignments.
5. Skill in applying investigative methods and procedures to collect, document and preserve evidence which can be admissible in a court of law. This includes ability to compose comprehensive report documents and implement enforcement actions.
6. Considerable Knowledge of the principles of public relations as well as oral and written communication skills to discuss concerns and work toward a resolution by listening, negotiating, and resolving conflict.
7. Considerable Knowledge of applicable Wisconsin State Statutes and Wisconsin Administrative codes as well as other state and federal law pertaining to assigned program areas.
8. Working knowledge of the Department of Natural Resources well construction and water quality codes; Department of Safety and Professional Services building, plumbing, swimming pool design and construction codes; and ANSI standards.
9. Considerable Knowledge of environmental and public health sanitation, including general food microbiology and good manufacturing practices.
10. Considerable Knowledge of epidemiological techniques relative to sampling, interviewing, and evaluating occurrences of suspected food, water, and airborne disease outbreaks; biological and chemical sciences relative to cause and effect relationships; vector control techniques and principles; communicable disease control techniques; water supply and waste disposal construction and installation principles consistent with environmental and public health principles.
11. Knowledge of environmental health hazard investigation and sampling pertaining to water, wastewater, solid waste, pest control, indoor air, injury prevention, etc.
12. Knowledge of various computer programs. This includes but is not limited to Word, Outlook, Excel spreadsheets, PowerPoint, databases and licensing/inspection software.
13. Ability to collaborate with peers, industry groups and the public to strengthen food and recreational safety initiatives, training, etc.
14. Working knowledge of HACCP and implementation of plans and pre-requisite programs.

## **PHYSICAL DEMANDS**

1. Possess physical abilities to climb and work at elevated heights such as on catwalks.
2. Ability to; stand, walk, bend, squat, and lift up to 50 lbs.
3. Through use of sight and hearing must be able observe physical surroundings.
4. Must have the ability to complete outdoor job activities 12 months of the year. The employee will encounter inclement weather and extreme temperatures.

## **SPECIAL REQUIREMENTS:**

1. Ability for routine and extended travel throughout the State, including flexibility with schedule changes as needed.
2. Possess a valid driver's license; or, the ability to provide one's own transportation for work purposes.
3. Employee must possess and maintain a Wisconsin Registered Sanitarian license, or a National Environmental Health Association Registered Environmental Health Specialist Certification as a condition of employment.